# Utah STATE OFFICE of Education

# File-Out from FoxPro to Excel

February, 2011

# Table of Contents

In this tutorial you'll learn how to export a text file from the client (FoxPro) side of SIS and to format it for use in a spreadsheet. Then you'll see how to open and save that file in Excel.

## Creating an Export File in FoxPro

Several reports, such as the student directory, contact list, locker reports and some scheduling reports have the File Out option. The File Out allows you to choose "File" as the report destination, which allows you to open the file in an Excel spreadsheet. We'll use the Student Directory report as our example.
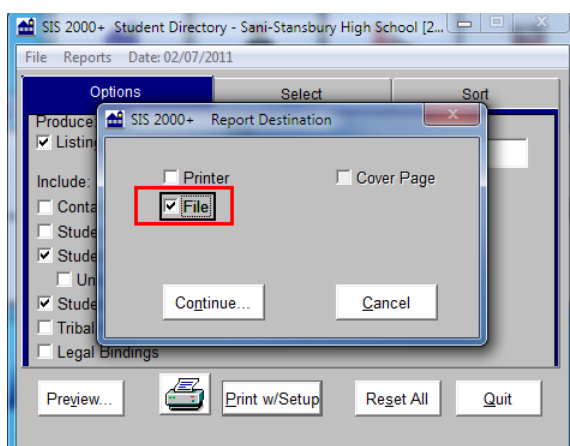
### Generating the Report
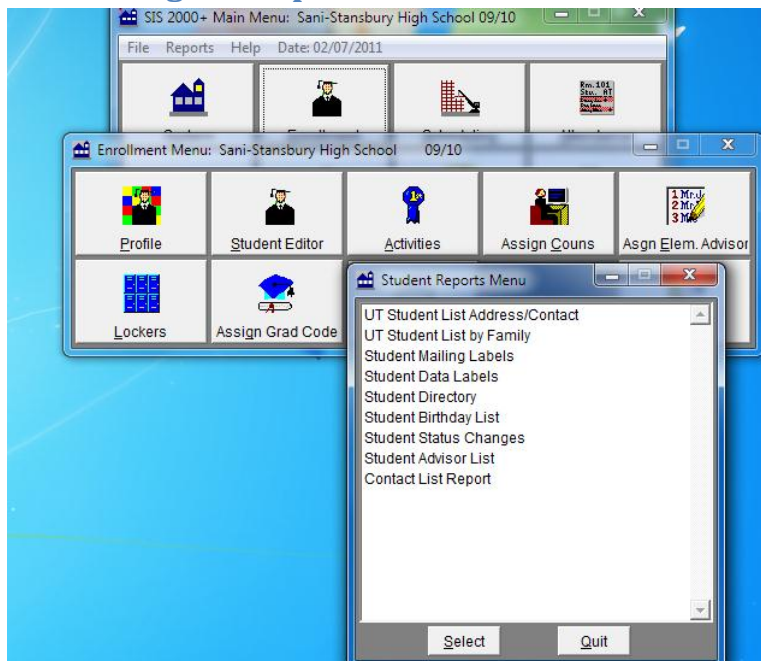


Once you've selected whatever options you would like to include, like Student Phone and Student Address, you'll need to select "File" as your print option. This is so you can access the file parameter screen. You can get to the "File" option quickly by selecting either the direct print button (the one with the picture of the printer) or the "Print w/Setup" button. You only need to choose "Preview" if you would like to preview first. NOTE:  The preview does not include all the data that the file out includes.
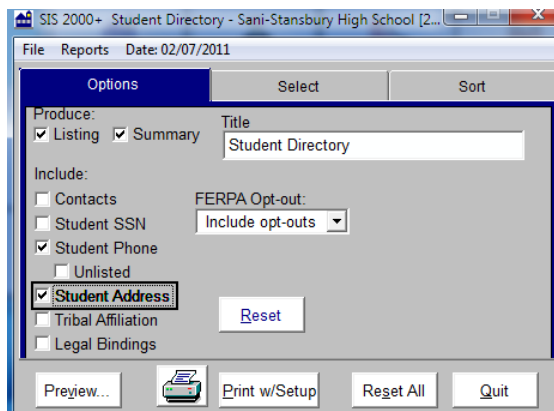
When you press the direct print button or the "Print w/Setup" button, the following screen will display.
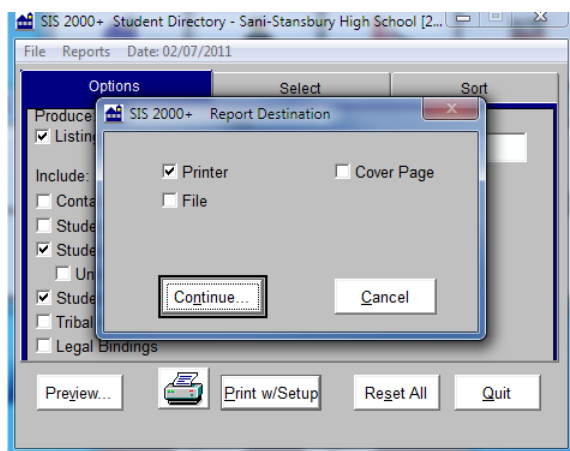


De-select "Printer" and instead select "File".



Click **Continue** to see the following screen.

## Field Description

The **Field Description** portion of the screen lists the different pieces of data that will be part of your Excel file. You can change the order of the fields by dragging and dropping a field name to the position which you would prefer. If there are data items you don't want in your spreadsheet, you can leave them off the extract by clicking on the item you don't want extracted and then uncheck "Extract" in the bottom left-hand corner of the screen.

Remember that you can just as easily make these same changes in the Excel file once the export has been done.



## Export Type

In the **File** section of the screen, under **Export Type**, choose "Delimited". This is the default choice, so you shouldn't have to make any changes. Delimited means that the file's fields are separated by a special character, such as a comma or tab.

## Separator and Delimiter

Next, we look at the **Separator**. We suggest that you use either comma or tab. For **Delimiter**, place a checkmark next to "None". If you use a delimiter, text fields will be surrounded by quotes.
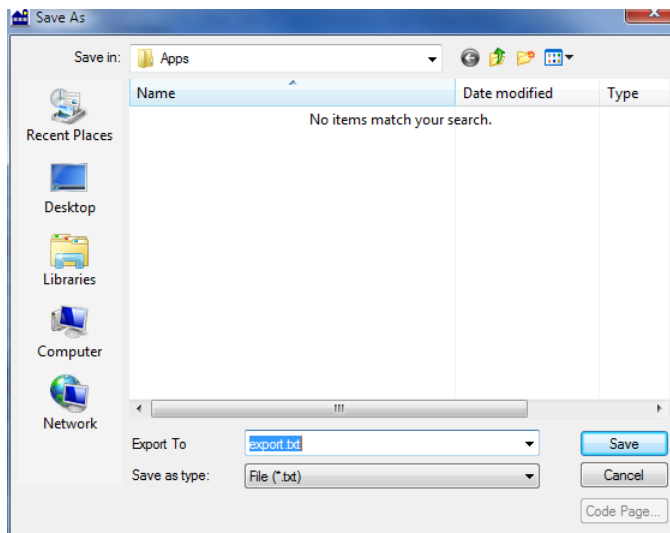


## File Location

Next, you must choose a **location** where your export file will be saved. Click on the Location button.
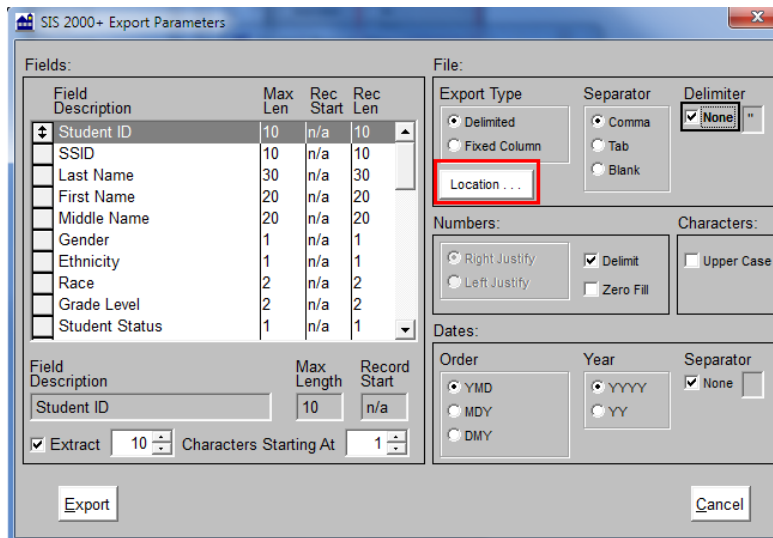
When the "Save As" screen appears, browse to where you would like to save your file.

NOTE: If your SIS is hosted by USOE, you'll need to browse to "C on computername" as your location, where "computername" is the name of your computer. This will allow you to save the file to your local computer.
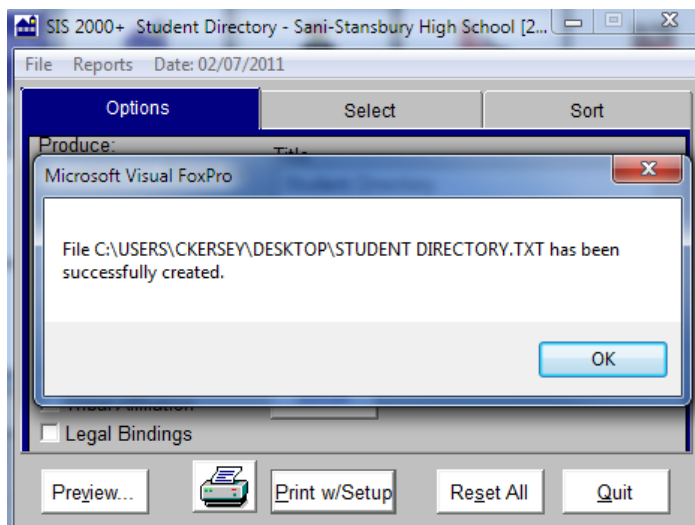


Once you've navigated to where you would like to save the file, give the file a name and press **Save**.

Be aware that once you click on Save, you are only saving the location. You have not created the file yet. To actually create the file, you'll need to click on **Export**.
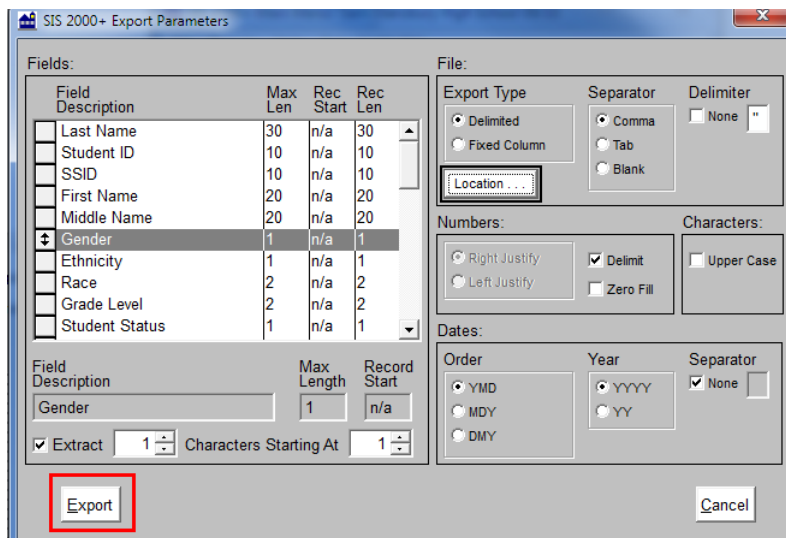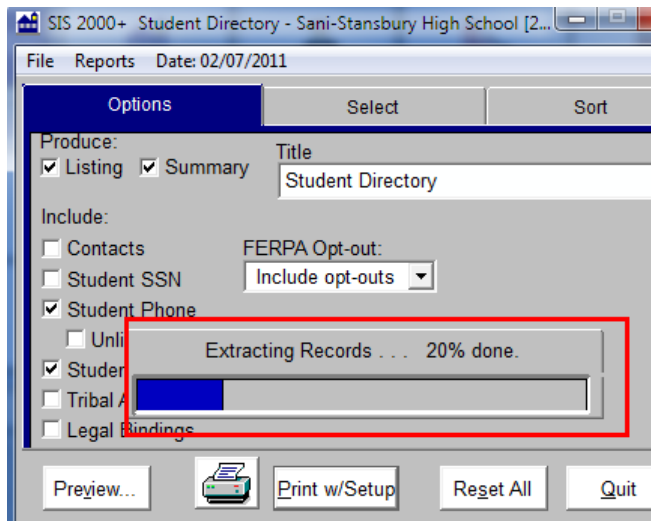
You'll get a message that the file has been successfully created, as shown below.



Press **OK**. You will then see the records being extracted.

When this is done, press **OK** on the screen that appears. Now you can open the exported file in Excel.

## Importing the File into Excel

First, open Excel. Then go to **File** > **Open** and browse to the folder where you saved the exported file. You'll notice that your file is not visible in that folder. That's because the default file type the system is looking for is a .xls file type and the file you exported is a text file.
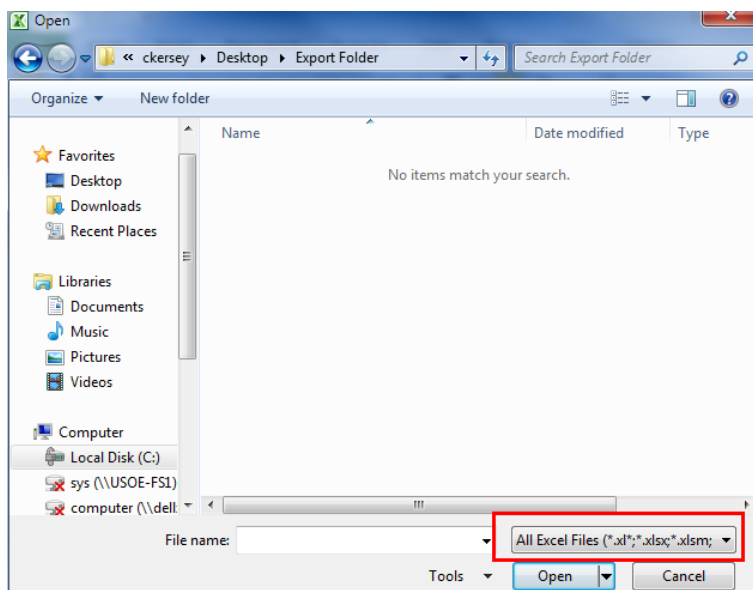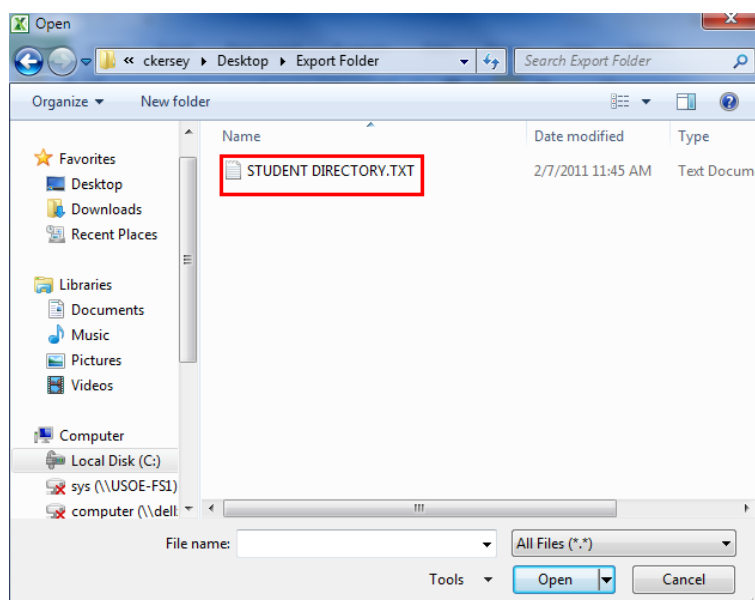


### Finding the File

Click the drop-down arrow and choose either "All Files" or "Text Files".
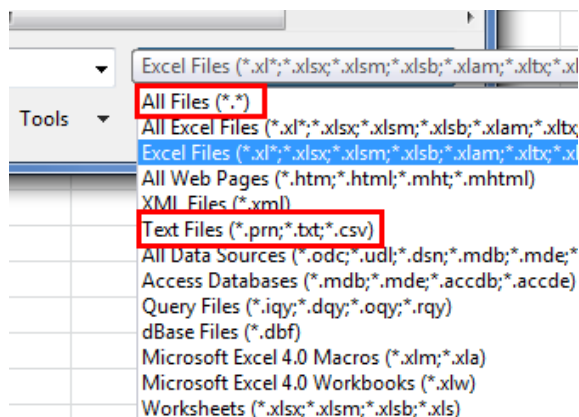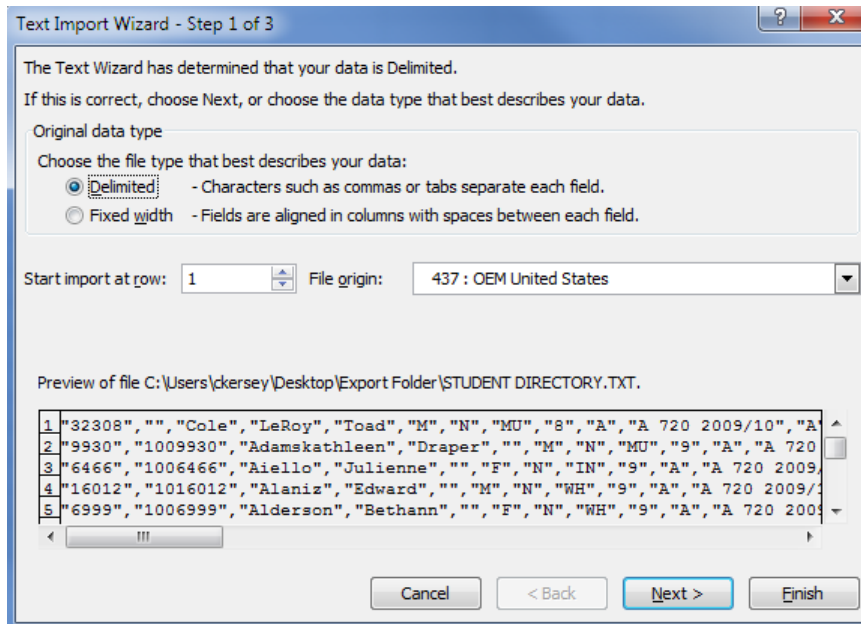
Once you select the right file type, you'll see your exported file.



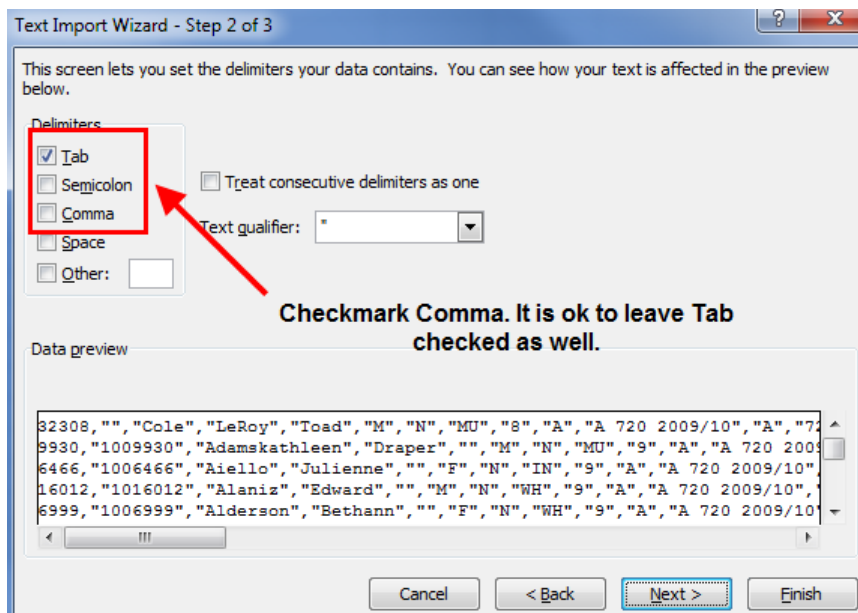Click on the export file, then click **Open**.

## Working with the Text Import Wizard

The Text Import Wizard screen will display your file. Leave "Delimited" selected and press **Next**.

The default delimiter is "Tab", but we need "Comma" to be checked because we selected comma as the delimiter when we were in FoxPro.

Checkmark "Comma". It's ok to leave Tab checked as well. Press **Next**.



You'll notice that the Text Import Wizard now has columns. The screen displayed below is showing a preview of what the data will look like when it is in Excel. Press **Next**.

The next screen allows you to choose if you would like to skip importing any columns, or to select the data format for each column.  These same changes can be made once the file has been imported into Excel. Many people prefer to import too much information into Excel and make changes there, rather than spending time making those decisions in the Text Import Wizard.



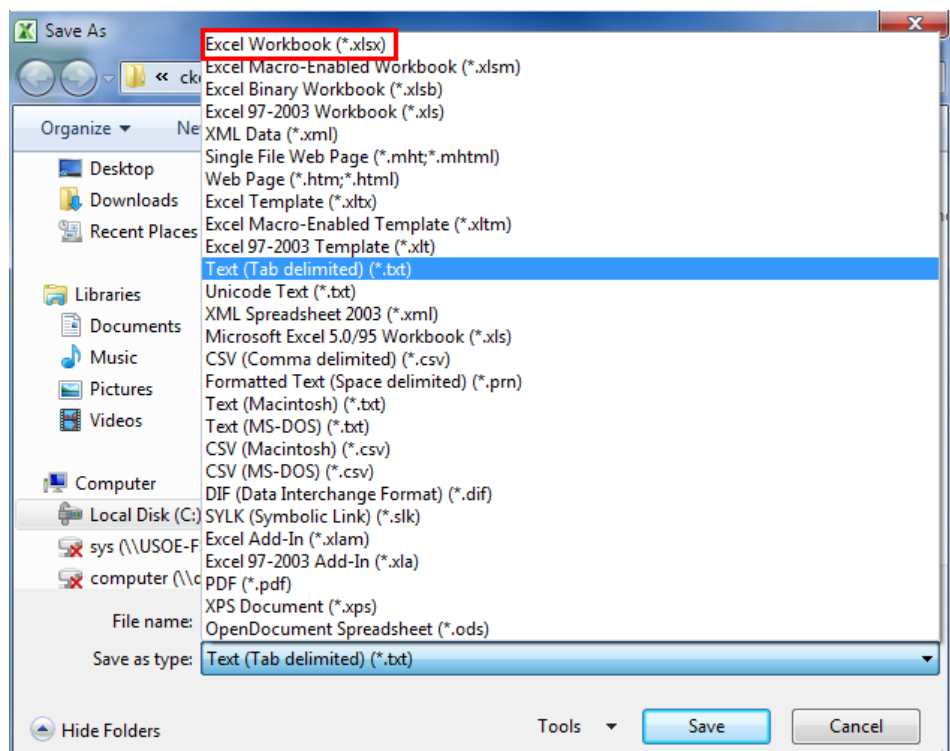Press Finish to have the file completely import into Excel.

## Saving the File as an Excel File

Once you have the file open in Excel, you'll want to save it as an Excel file. Remember that it was imported as a text file.
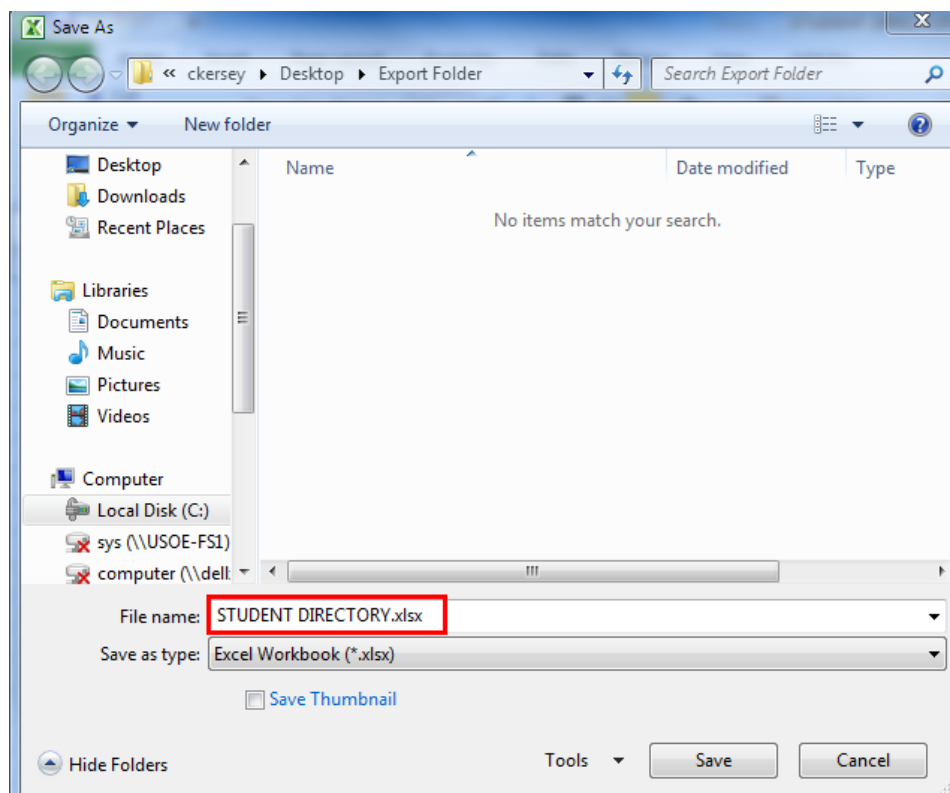
Go to **File** > **Save As**.
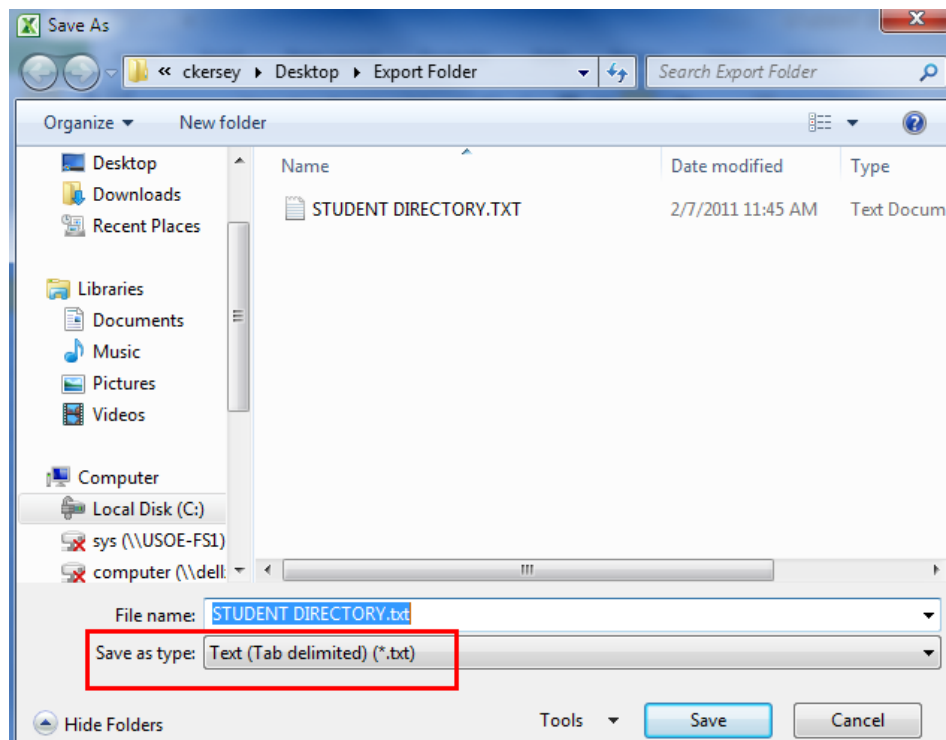


You'll notice that the default file type is a "txt" file. Click the drop-down and choose the Excel file type.

Once you've selected the correct file type, the file name extension in the File name field will reflect that change.

Press **Save**.

Now the next time you go to open this file, it will open right up into Excel.